

EXECUTIVE SECRETARIAT
ROUTING SLIP

L/H/6
LOGGED

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC				
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/Pers				
14	D/OLL		X		
15	D/PAO		X		
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20	VC/NIC		X		
21					
22					
		SUSPENSE _____ Date			

Remarks

Executive Secretary

7 Oct 85

Date

3637 (10-81)



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

Encl. Registry
85- 3053/2

September 30, 1985

M-85-25

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: JOSEPH R. WRIGHT, JR.
ACTING DIRECTOR *[Signature]*

SUBJECT: Department of Justice Management and
Productivity Improvement Program

Attached is a memo that Ed Meese sent to his key managers in the Department of Justice which follows up on the President's Productivity Improvement Program as part of "Reform 88. I think it is particularly well done and demonstrates one Cabinet Officer's follow-up to this important program. Naturally, every head of an agency has to pursue these Presidential initiatives in his or her own style as appropriate to the agency and I hope that you personally will make this a priority in improving the management of your agency -- and as a result the Federal Government.

If OMB can give you any assistance in the follow-up to make productivity improvement a reality in the government -- please let me know. I would also appreciate receiving a copy of your internal correspondence in this program so I can share it with other Agency Heads.

Attachment



Office of the Attorney General
Washington, D. C. 20530

16 September 1985

MEMORANDUM TO: Heads of Department of Justice Components

FROM: EDWIN MEESE III *EM*
Attorney General

SUBJECT: Department of Justice Management and
Productivity Improvement Program

During the past five years, the Department of Justice has been involved in a number of activities supporting the President's efforts to improve the management and productivity of the Federal Government. These activities have included participating in the President's Reform '88 Program, implementing recommendations of the Grace Commission, and conducting initiatives stemming from the Office of Management and Budget's Management Review.

As the President continues to stress the importance of improving Government efficiency and cost effectiveness, I believe it is an opportune time for the Department to focus its various management and productivity efforts into a single, coordinated Departmentwide development of a Department of Justice Management and Productivity Improvement Program. As part of this program, I am announcing seven broad policy goals that I want addressed in your planning, budgeting, and operational activities:

1. Prevent fraud, waste, and abuse in the Department of Justice.
2. Control the costs of administering Department of Justice programs and operations.
3. Strengthen the central direction, coordination, and oversight in the Department of Justice.
4. Improve productivity in the Department of Justice by 20% in selected functions by 1992.

Memorandum



Subject

Management and Productivity Improvement
Program: Information and Request for
Action

Date

16 SEP 1985

To

Heads of Department of
Justice Components

From

W. Lawrence Wallace
W. Lawrence Wallace
Assistant Attorney General
for Administration

In his memorandum to you of September 16, 1985, the Attorney General announced a Department of Justice Management and Productivity Improvement Program (the Program) that will involve all Department components in planning and carrying out initiatives consistent with the President's Management Improvement Program (Reform '88) and the broad policy goals of the Attorney General. The Attorney General directed me to provide you with information and guidance for participating in the development of objectives and action strategies that will comprise a long-range plan for this new Program. General information about the Program and specific requests for action by you and your organization are contained herein.

INFORMATION

The establishment of the Program represents this agency's response to the President's call for a comprehensive and systematic approach to the identification and resolution of administrative and management problems within the Federal Government. The overall purpose of the Department's Program is to promote, achieve, and ensure enhanced management and administration in support of the Department's mission. The Program is intended to ensure sustained management and productivity improvements consistent with the Attorney General's policy goals. It is also designed to meet the demands of the Attorney General for:

- ° a systematic, centralized process for integrating Office of Management and Budget (OMB) and Department management and budget review requirements;
- ° mechanisms and timetables through which Department managers can report on their accomplishments and share ideas and experiences on management and productivity initiatives.

- 3 -

More importantly, as a followup to the interim plan, further development of the Department's five-year management and productivity improvement plan will occur prior to and during the Department's FY 1988 combined management and budget review process -- which begins with the Department's Call in January or February of 1986 and ends with the submission of the President's FY 1988 budget to Congress in January 1987.

REQUEST FOR ACTION

To assist in this effort, please identify a senior management official as your personal representative to work closely with me and my staff in further developing the Department's Program, beginning with the preparation of the interim plan. You should select this individual and notify me of his/her selection by September 18, 1985. On Friday, September 20, I will convene a meeting with these individuals ("management forum") with the following agenda: (1) to finalize the Department's interim plan submission which is due to OMB by early October, and (2) to develop policies and procedures in preparation for the Department's long-term planning process.

The meeting will be held in Conference Room B of the Main Building. It will start at 2:00 PM and should last no longer than one hour. Please direct your management and productivity designee to review the attached guidance materials and to begin developing ideas for initiatives to be incorporated into the plan. Guidance and formats for reporting accomplishments and initiatives are included, along with sample formats and a proposed planning framework.

If you have any questions or wish to discuss the Department's long-range planning process further, please do not hesitate to call me personally, or contact Robert Diegelman, Director of the Policy and Planning Office, on 633-1843. Thank you for your cooperation in this important planning effort.

Attachments

Department of Justice



Improvement Program

President's Management Improvement Program: Reform '88

Reform '88 is a comprehensive program to improve, consolidate and streamline management systems focusing on 5 strategies:

- **Controlling the growth of government**
- **Preventing fraud, waste and abuse**
- **Improving individual agency management**
- **Developing governmentwide management systems**
- **Improving agency delivery systems**

Examples of DOJ Initiatives Under Reform '88

- Development of a single payroll/personnel system
- Development of consolidated accounting system
- Improved debt collection
- A-76 productivity reviews
- Improved cash management
- Internal controls

Principles

- Responsive to President's Program and AG Goals
- Proactive
- Link to resource decision-making process
- Sustained
- Comprehensive

Overview of Management and Productivity Improvement Program Briefing

- I. HISTORICAL PERSPECTIVE
- II. PROGRAM SCOPE AND PLANNING PROCESS
- III. SUMMARY AND CONCLUSIONS

Examples of Specific Management and Productivity Initiatives That Support Goals and Objectives

- ⑩ Institute an effective program for prompt follow-up of audit findings in the areas of fraud, waste and abuse.
- ⑩ Streamline the Claims Collection Litigation report.
- ⑩ Establish a position management system to ensure efficient utilization and distribution of scarce staff resources.
- ⑩ Convert & enhance the FBI prototype case management system.
- ⑩ Complete A-76 reviews for all affected components.
- ⑩ Provide reports to managers regarding management improvement initiatives.
- ⑩ Examine the location of offices with a view toward consolidation and the sharing of administrative support, where feasible.
- ⑩ Create an integrated Departmentwide AIS Plan.
- ⑩ Establish Attorney General awards for significant management and productivity improvements.

Interim Plan Requirements

Each component is to prepare and submit:

- A description of FY 1984-FY 1985 management and productivity improvement accomplishments.
- A description of FY 1986-FY 1987 management and productivity initiatives.

The interim plan:

- Lays a foundation for longer-range planning.
- Responds to OMB requirement to submit a management improvement plan in October 1985.

OMB Guidance

The interim plan must also provide updated initiatives for issues identified in FY 1986:

- Payroll / Personnel System
- Accounting System
- Debt Collection
- Productivity Reviews
- Grants Management Circulars

An Integrated Budget and Management Process

- **Beginning with the FY 1988 cycle, budget and management improvement planning will be combined.**
- **This integrated process will result in:**
 - A 5-year management and productivity improvement plan.**
 - Better, more timely information to DRB in making decisions on budget and management issues.**
 - Less duplication of effort.**

Responsibilities of the Justice Management Division

- To coordinate the development and implementation of the Department's management and productivity improvement program.
- To represent the Department in its contacts with OMB on budget and management issues.
- To prepare, based on component submissions, a 5-year plan and to monitor and report progress.
- To provide guidance and assistance.
- To develop and implement action initiatives in areas where JMD has lead responsibility.
- To propose initiatives in areas of cross-cutting responsibility.
- To develop an integrated budget & management process.

Schedule

Major Activities	Target Dates
ATTORNEY GENERAL ANNOUNCES PROGRAM	Sept. 16, 1985
PLANNING GUIDANCE ISSUED	Sept. 16, 1985
BRIEFING OF MANAGEMENT FORUM	Sept. 20, 1985
COMPONENT SUBMISSIONS DUE	Sept. 27, 1985
INTERIM PLAN PREPARED/APPROVED	Oct. 11, 1985
PLAN SUBMITTED TO OMB	Oct. 15, 1985
MANAGEMENT FORUM MEETINGS	Monthly
FY '88 BUDGET AND MANAGEMENT PLANNING CALL ISSUED	Jan. 1986